

HEALTHY COMMUNITIES **TOOL**  
Nutrition & Physical Activity **KIT**



II. Community Assessment

AGENCY  
CAPACITY

# TOOLKIT

## HEALTHY COMMUNITIES

### Nutrition & Physical Activity



## Lessons learned

*Community leaders from the cities of Moses Lake and Mount Vernon and project partner staff involved in the Healthy Communities Project share the valuable lessons they learned developing their action plans. They share their experience with other communities embarking on this challenging and exciting work.*

### COMMUNITY ASSESSMENT: AGENCY CAPACITY

- It helps if a lead agency such as the city or local health department has some experience organizing communities to take action around a local issue.
- The lead agency should have experience doing community-based prevention work.
- Identify the decision makers who buy into the project and who are willing to commit staff time and expertise.
- The lead agency needs to commit adequate staff time to coordinate the project. Only a few hours a week of staff time dedicated to the project won't work.

## **Prevention Grant Agency Assessment Tool**

In 2001 the Washington State Department of Health, Office of Health Promotion developed an assessment tool for local health departments and tribes receiving prevention grants. The purpose of the assessment tool is to help agencies assess whether they have the agency capacity and commitment to conduct population-based prevention activities including promoting physical activity and good nutrition. The assessment tool is divided into three stages. Stage one describes the basic capacity needed in the planning and early implementation state of a project. Stages two and three describe the agency infrastructure, skills, and community involvement necessary to sustain prevention work in a community over an extended period of time.

# HEALTHY COMMUNITIES TOOLKIT

## Nutrition & Physical Activity

### Prevention Grant Assessment Tool (6/01)

Directions:  
Check all boxes that apply

| All activities must be achieved in Stage 1 to receive funds in year 3 |  |   |   | Activities to achieve in years 3-5 |  |
|---|--|---|---|------------------------------------|--|
|   | Stage 1  | Stage 2   | Stage 3   |                                    |  |
| Agency Structure  | <input type="checkbox"/> .5FTE or less assigned to project<br><input type="checkbox"/> Project supported only by prevention grant<br><input type="checkbox"/> Skills and knowledge needed by project coordinator to carry out population-based interventions are identified  | <input type="checkbox"/> .5FTE or more assigned<br><input type="checkbox"/> Agency provides additional support (staff, resources)<br><input type="checkbox"/> Project coordinator demonstrates necessary skills and knowledge to implement population-based interventions | <input type="checkbox"/> Selected risk factor will continue to be addressed by the community after 5 year grant cycle<br><input type="checkbox"/> Agency contributes resources and funds to project |                                    |  |
| Program planning:<br>Vision<br>Goals/objectives                       | <input type="checkbox"/> Literature reviewed and documented<br><input type="checkbox"/> Needs assessment completed<br><input type="checkbox"/> Objectives modified as needed to show clear relationship to goals for risk reduction<br><input type="checkbox"/> Objectives developed for grant year 1 and 2<br><input type="checkbox"/> A vision for 5-year outcome is being developed<br><input type="checkbox"/> Target audience identified<br><input type="checkbox"/> Intervention selected and ready for implementation | <input type="checkbox"/> Goals/objectives for grant years 3 -5 are developed<br><input type="checkbox"/> Implementation of interventions underway   | <input type="checkbox"/> Project objectives and activities are reviewed quarterly or annually and are adapted as needed   |                                    |  |
| Interventions/activities  | <input type="checkbox"/> Science based/evaluated strategies identified<br><input type="checkbox"/> At least 1 science-based or evaluated intervention selected   | <input type="checkbox"/> Multiple science based/evaluated interventions are selected and have begun to be implemented in years 3 -5   | <input type="checkbox"/> Multiple science-based/evaluated interventions are underway<br><input type="checkbox"/> Ready to share experiences with other health departments/tribes                    |                                    |  |
| Community Development   | <input type="checkbox"/> Community resources/interest assessed<br><input type="checkbox"/> Community partners identified   | <input type="checkbox"/> Community partners are involved in collaborative activities (planning, evaluating and implementing project interventions)  | <input type="checkbox"/> Agency and community partners provide strong leadership to achieve project   |                                    |  |
| Evaluation Component  | <input type="checkbox"/> Evaluation measures identified<br><input type="checkbox"/> Evaluation tools developed<br><input type="checkbox"/> Evaluation is based on process measures: such as <ul style="list-style-type: none"> <li>• Number of services provided</li> <li>• Materials purchased</li> <li>• Community sessions conducted</li> <li>• - People contacted</li> </ul>   | <input type="checkbox"/> Process and outcome measures are underway such as: <ul style="list-style-type: none"> <li>• Changes in awareness and/or behavior</li> <li>• Evidence of policy changes in agency or community</li> </ul>   | <input type="checkbox"/> Evaluation is used to improve program effectiveness  |                                    |  |